

CLOSING DATE:
30 July 2024
at 17H00

(Only short-listed candidates
will be contacted)

VACANCY



CRAN
Communications Regulatory Authority of Namibia

MANAGER: UNIVERSAL SERVICE FUND (D4)

Primary purpose of the position:

Reporting to the Executive: Economics & Market Development, the Manager: Universal Service Fund is responsible for the management of all projects of the universal service fund. The position will manage all projects subsidised by the Universal Service Fund, from the initiation phase through to completion, with the adoption of relevant methodologies and best market practices to ensure successful project delivery.

Key Performance Areas:

Universal Service Fund Implementation

- Drafts bidding documents for identified UAS projects in conjunction with other CRAN departments;
- Develops measurable success indicators for UAS projects and monitors such indicators;
- Submits project deliverables and ensuring that they adhere to quality standards;
- Prepares project status reports by gathering, analysing, and summarising relevant information;
- Establishes effective project communication plans and ensuring their execution;
- Ensures compliance and that targets are achieved;
- Ensures timely and effective implementation of USF-funded ICT development projects and provides reports on the progress of the projects;
- Monitors implementation and timely delivery by successful bidders;
- Studies, drafts, and implements, procedures as necessitated by Universal Service Fund (USF);
- Monitors and reports on progress made in expanding ICT services to unserved and underserved areas and communities;
- Ensures that the gap analysis and related database is continuously updated;
- Ensures that the GIS system is continuously updated;
- Provides support to Executive: Economics & Market Development to conduct an access gap analysis; and
- Develops the statutory Annual Report for USF in conjunction with other departments.

Stakeholder Engagement

- Liaises and benchmarks with relevant regional and international organisations, regulators, USFs and institutions with regards to USF and trends. Recommends to management on regional and international harmonisation.

Divisional Compliance and Risk Management

- Monitors USF operations on a regular basis to ensure that all relevant laws, regulations, and policy frameworks are applied and adhered to;
- Implements appropriate policy frameworks to ensure compliance with applicable regulations;
- Develops and recommends all divisional management policies in consultation with the supervisor;
- Interprets CRAN's policy framework and recommend relevant policy improvements;
- Develops and ensures the implementation of continuous improvement programmes to increase efficiencies throughout the division;
- Ensures that the divisional audits are carried out timely and that relevant information is available;
- Identifies and evaluates the divisional risks and direct the implementation of mitigating measures on continual basis; and
- Ensures implementation of mitigating measures and remedial action of audit findings and ensure prevention of similar risks in future by undertaking regular monitoring and evaluation of management actions.

Education and Experience Requirements

- A Honours Degree in Electronic Engineering, Computer Science, Communications Engineering or ICT;
- A Management Development Programme (MDP) qualification;
- A Project Management certificate will be an added advantage;
- Five (5) to Seven (7) years' experience within the ICT industry;
- Three (3) to Four (4) years should have been in a supervisory position; and
- Experience in the deployment of telecommunications networks and services will be an added advantage.

Core Competencies and Skills Requirements

- Knowledge of Relevant Legislation framework;
- Ability to write policy documents, technical reports and briefs;
- Good practical skills in the application of the Communications Act;
- Problem solving and Written and Oral Communication skills;
- Analytical and critical thinking skills;
- Detail oriented, Interpersonal skills and Facilitation skills;
- Valid Driver's Licence; and
- Shortlisted candidates will be required to submit proof of Namibian Police clearance.

CRAN IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

Applicants meeting the above criteria should register their applications including motivation letter, CV, and relevant qualifications at Direct Hire by clicking on the following link:

<https://cran.mcidirecthire.com/External/CurrentOpportunities>

REMUNERATION PACKAGE:

CRAN offers a competitive market-related cost to company remuneration package commensurate to relevant experience and qualifications.